CENTER OF MILITARY HISTORY
DEPARTMENT OF THE ARMY

STYLE GUIDE

FOR USE IN THE PREPARATION OF
CMH HISTORICAL PUBLICATIONS

Style Guide for Military History

Editorial Branch
Center of Military History
Department of the Army

1981

FOREWORD

The Center of Military History Style Guide is intended to aid historians and editors by setting forth preferred practices. Its standards attempt to facilitate clear writing and efficient editing by answering questions of style that might otherwise be distracting.

This revision of the 1959 edition has a new organization, new sections, and notable changes and additions in the sections on spelling, capitalization, and documentation. Examples in many cases now focus on the Vietnam conflict, which produced its own problems of language and usage.

The Style Guide draws on such reference works as the University of Chicago Press Manual of Style (twelfth edition), the U.S. Government Printing Office Style Manual, Webster's Third New International Dictionary, and U.S. Board of Geographic Names gazetteers. The rules at the same time reflect the specific character and needs of CMH manuscripts. They are usable, not infallible and not inflexible. Each manuscript is an entity and in some measure must be styled as such. A reasonable, not slavish, consistency is the aim of this guide.

Editorial Branch
Center of Military History
Department of the Army

CONTENTS

AUTHOR AND EDITOR

After a manuscript has been accepted for publication, the Editorial Branch is responsible for literary editing and preparing the manuscript for the printer. The editors have the right to set and enforce standards in regard to style, spelling, punctuation, and other such areas; to make necessary minor changes in organization; to ensure clarity of diction; and to delete obvious redundancies. They have authority to make more substantial changes in organization and length only when the chief historian's Memorandum of Approval has stipulated them. Such matters as clarity, consistency of argument, and organization are usually best handled through editorial queries to the author and then through personal conferences when necessary.

The facts presented in a manuscript and their interpretation are the author's province. The editor can make useful suggestions in matters of substance, but he should be able to present the author with cogent arguments for suggested changes. The author's agreement is required. Conversely, when the editor proposes changes in literary form or style, the author should have reasons for any he chooses not to accept. Since the author bears responsibility for the published work, he must be shown all changes before the manuscript goes to the printer. At the same time, it goes without saying that the best author-editor relationship is one based on mutual trust.

PUNCTUATION: A FEW SELECTED RULES

Apostrophe

1. So long as no confusion arises, single or multiple capital letters
    and numbers when used as words form the plural by adding s
    alone.

several YMCAs	1960s
TOEs	twos and threes

2. For abbreviations with periods, lowercased letters used as nouns,
    and capital letters that would be confusing if s alone were
    added, form the plural by using an apostrophe and an s. Use an
    apostrophe with units of time used as possessive modifiers.

M.A.'s	I's
x's and y's	six months' work

Brackets

3. Use brackets for an editorial interpolation in a quotation.

4. Use brackets for parentheses within parentheses.

    (Adam Yarmolinsky, The Military Establishment: Its Impact on
    American Society [New York: Harper and Row, 1971], and. . .)

Colon

5. Use a colon to introduce a quotation of more than one sentence.

    General Smith said: (quotation follows)

6. Use a colon to introduce a summary or list only after a
    grammatically complete clause.

    The document may be summarized as follows: (summary
        follows)
    The convoy included a total of 20 ships: 2 cruisers, 4
        destroyers, 8 cargo transports, and 6 troop carriers.

    but The chief requirements for this operation are surprise,
        speed, and firepower. (No colon after are.)

7. Use a colon in a compound title.

   Cedar Falls-Junction City: A Turning Point

Comma

Use a comma

8. Between each member within a series of three or more words,
   phrases, letters, or figures used with _and_ or _or_.

      the army group, the armies, and the corps

9. Before and after a phrase indicating the larger group to which a
   unit belongs.

      The 2d Battalion, 27th Infantry, began to move.

10. To set off each three digits in figures, except serial numbers,
    dates, and page numbers.

11. To separate the name from the military service or branch to which
    the individual belongs.

       Lt. Col. John Doe, USMC, was in command.

Parentheses

12. If a parenthetic reference forms a complete sentence, the second
    parenthesis follows the period.

       (He issued the order at 1430.)

13. Do not place a punctuation mark before the first parenthesis; if
    necessary, punctuate after the second.

       He reported to Colonel Smith (Commander, 161st
          Infantry), who was in charge of the operation.

Quotation Marks   (See also items 57, 118, 124.)

14. Place periods and commas inside quotation marks, colons and
    semicolons outside. Place other punctuation marks inside only
    if they are a part of the matter quoted.

Use quotation marks to enclose references to

15. Part, chapter, and section titles of published books.

> Chapter 2, "A Perspective on Military History,"

16. Titles of maps, charts, tables, illustrations, and appendixes.

> The table "Growth of the Army" makes this clear.

17. Titles of magazine and newspaper articles, television and radio programs, exhibits, speeches and lectures, dissertations and theses, and primary-source manuscripts in archival collections.

Do not use quotation marks to enclose the following:

18. Expressions following the terms known as, called, so-called.

19. Titles of official circulars, orders, or reports which though printed have not been published for general distribution, titles of book series, and titles of secondary manuscripts which have not yet been published.

Semicolon

Use a semicolon

20. To separate independent clauses that are closely related in thought, especially if there are commas within the clauses. This usage, if not overused, provides an alternative to the standard comma-and-conjunction construction.

> The 1st Battalion, under Lt. Col. John Doe, held the left sector; the 2d Battalion, under Maj. James Johnson, held the right.

21. Between independent clauses that are connected by conjunctive adverbs rather than conjunctions.

> The supply of gasoline ran short at the critical moment; therefore the tanks were halted for nearly three weeks.

22. To separate items within a sentence if the items themselves contain commas.

> They were located in Groton, Connecticut; Portsmouth, New Hampshire; and Providence, Rhode Island.

PREFERRED SPELLINGS

23. Refer to the latest edition of <u>Webster's New International Dictionary . . . Unabridged</u> (Merriam-Webster).

    <u>Note</u>: materiel (no accent)

24. The Board on Geographic Names is the authority for spelling of place names. Do not use diacritical marks unless they are essential to distinguish one place from another.

    St. Dié   St. Die (two different places)

POSSESSIVES

25. The possessive case of a singular or plural noun not ending in <u>s</u> is formed by adding an apostrophe and <u>s</u>; the possessive case of a singular or plural noun ending in <u>s</u> or with an <u>s</u> sound is formed by adding an apostrophe only. (See GPO <u>Style Manual</u>.)

    man's, men's   Jesus'
    prince's, princes'   righteousness'
    Jones', Joneses'   Dumas'

26. In compound nouns the '<u>s</u> is added to the element nearest to the object of possession.

    quartermaster general's decision
    John White, Jr.'s fee (no comma after <u>Jr.</u>)

27. Generally the apostrophe should not be used after names of countries and other organized bodies ending in <u>s</u>.

    United States control
    Massachusetts laws

28. Do not use an apostrophe after plural words ending in <u>s</u> which are more descriptive than possessive (not indicating personal possession).

    an editors handbook
    the officers club

COMPOUNDS

Hyphen

29. Use a hyphen to show the combination of two or more words into a single term representing a new idea. The current tendency, however, is to omit the hyphen between the elements of compound words whenever current usage has established a distinct meaning for them in unison.

lend-lease	_but_	linkup
air-ground teamwork		firepower
dozer-infantry team		air power

30. Use a hyphen to join a single capital letter to a noun or participle.

D-day	X-ray	H-bomb
H-hour	U-boat	T-shaped

31. Hyphenate sizes and calibers of guns when used adjectively.

    75-mm. gun   .50-caliber gun

32. Where two or more hyphened compounds have a common basic element and this element is omitted in all but the last term, retain the hyphens in all. (See item 108.)

    six- and ten-foot boards   land- and carrier-based planes

33. In spelled-out fractions, hyphenate the numerator and the denominator unless one already contains a hyphen.

two-thirds	twenty-three thirtieths
three one-thousandths	twenty-two twenty-fifths

34. Hyphenate words combined to form a unit modifier immediately preceding the word or words modified if the unit modifier is hyphened in the latest edition of _Webster's New International Dictionary . . . Unabridged_ or if the meaning would not be clear without the hyphen.

long-term loan	_but_	civil rights case
well-known man		flood control proj
service-connected disability		

6

35. Do not hyphenate a two-word unit modifier when the first term of the modifier is an adverb ending in _ly_ or if the first word of a three-word modifier is an adverb that modifies the second word.

    a highly successful action
    a very well known man

36. Do not hyphenate unit modifiers of the following types: proper names, organizations or military units, and unit modifiers in expressions not hyphened in the applicable Army dictionary.

United States troops	field grade officer
25th Division forces	air support control
tank destroyer battalions	

37. Most prefixes are not hyphened.

antiaircraft	postwar	semiofficial
counterintelligence	outproduce	subsecretary
coordinate	reenlistment	transship

(For exceptions, see items 38-41.)

38. Hyphenate the prefix _ex_ and the combining form _self_. Hyphen the adjective _quasi_ when combined with another adjective, but write it as a separate word when modifying a noun.

ex-governor	quasi-judicial
self-interest	quasi argument

39. Hyphenate to join duplicating prefixes and to join a prefix or initial combining form to a capitalized word.

sub-subcommittee	_but_ transatlantic
trans-African	transpacific

40. Hyphenate to avoid tripling a consonant or doubling a vowel except after the short prefixes _co_, _de_, _pre_, _pro_, and _re_.

bell-like	semi-independent	_but_ cooperation
hull-less	anti-inflation	reenlist

41. Hyphenate to avoid ambiguity.

re-form (a unit)	re-create	pre-position

42. Most suffixes are not hyphened.

clockwise	twentyfold	warlike

43. Hyphenate elect and odd.

president-elect   twenty-odd

En Dash

The en dash does not appear on a typewriter keyboard; when set in type it is the length of one and a half hyphens. In typing, simply use a hyphen. In a manuscript being prepared for the printer, Editorial will mark the en dash (̣).

44. In connected combinations of figures, letters, or figures and letters.

1966-73   CH-54   G-3
pp. 550-55   B-52   UH-ID

but for designations of ordnance equipment, follow official ordnance nomenclature.

M16   AK47

45. In combinations of place names any of which contains a hyphen or consists of more than one word.

Saigon-Cam Ranh Bay road

46. In the absence of to when denoting a period of time. (See also item 102.)

during June-August 1976   18-19 July

Em Dash

47. It is permissible to use the em dash (typed as two hyphens, closed up) to set off a parenthetical reference.

ITALICS

Italicize

48. Foreign words and phrases that are likely to be unfamiliar to the reader; a passage of two or more sentences, however, should be treated as a quotation, without italics. (See section on foreign words, items 147-51, 153.)

8

49. If a definition follows a foreign word or phrase, the definition is usually enclosed in quotation marks within parentheses.

    He said *une poele* ("frying pan"), not *un poele* ("stove").

50. Names of specific enemy military units. (See item 138.)

51. Names of ships and aircraft, but not types.

    the U.S.S. *Henrico*   *but* a B-52
    the *Spirit of St. Louis*

52. Full or shortened titles of all books, pamphlets, documents, newspapers, periodicals, journals published for general distribution, works of art, plays, and motion pictures. Also italicize titles of CMH monographs and studies printed for limited distribution.

53. Parenthetical references to tables, maps, diagrams, and charts. (See item 207.)

    (*Map 1*)   (*Table 4*)

54. Words or terms singled out as terms.

    the word *beachhead*

Do not italicize

55. Names of foreign organizations and institutions.

    the Lao Dong Party

56. Normally italicized words when they appear in an italicized passage.

    The U.S.S. Henrico *is to the right*.

57. Titles of series, and of manuals, regulations, and bulletins that are not published for general distribution. Capitalize initial letters of important words, without quotation marks. (See also items 17, 19.)

58. The possessive portion of an italic word or phrase.

    the *101st Regiment*'s commander
    the *Eltinge*'s deck.

In a printed page with many capitalized words, the effect intended by the use of the capital letter is lost and the typographical appearance is unattractive. The writer should generally refrain from capitalizing when the rules in this section do not specifically require it.

Organizations

59. Capitalize the full and shortened names of private organizations.

    Standard Oil   Honeywell Information Systems,
    Raymond International   Inc.
    Vinnell Corporation   Lockheed Aircraft Corporation
                                   Lockheed

60. Capitalize official and shortened names, including adjective forms, of countries. Do not capitalize the word government.

    the Union of Soviet Socialist Republics   the Soviet Union
    the Democratic Republic of Vietnam   North Vietnam
    the Federal Republic of Germany   West Germany

  but the United States government
       the government of the Republic of Vietnam

61. Capitalize official and shortened names, including adjective forms, of political divisions such as cities, states, districts, provinces, and territories; lowercase words such as city, district, and province when they precede the name or stand alone.

    New York City   but the city of New York
    Tay Ninh Province   roads through the province
    Truc Giang District   the district

62. Capitalize the full and shortened names of legislative, deliberative, administrative (including cabinet level), and judicial bodies. Capitalize the full names of their branches. Derived adjectives and paraphrastic forms are lowercased.

    the U.S. Congress
    the Department of Defense, the Defense Department
    the United Nations Security Council, the Security Council
    the Republic of Vietnam National Assembly
    the Center of Military History
    the Department of the Army

  but congressional, presidential, the department, the council,
    the assembly, the center

10

63. The word <u>federal</u> is lowercased unless part of a formal title, as are the terms <u>executive</u>, <u>legislative</u>, or <u>judicial branch</u>.

64. Capitalize formal full and shortened names of national armies, navies, and air forces in both the singular and plural. Capitalize <u>Army</u> when standing alone only when it refers to the whole U.S. Army. (See item 69.)

  the U.S. Army/the Army   Army of the Republic of
  the Royal and U.S. Navies   Vietnam
             the South Vietnamese Army/the
             army

<u>but</u> the army (referring to the Seventh Army)
   the air force (referring to the Ninth U.S. Air Force)
   the army (referring to the First French Army)

65. Capitalize the armed forces or particular arms, branches, and services. Do not capitalize references to individual members. (See item 70.)

  the Corps of Engineers   <u>but</u> engineers
  the Regular Army   the regulars
  the U.S. Infantry   the infantry in the division
  the Marine Corps   the marines landed at 0600
  the Army National Guard   guardsmen
  the Army Reserve   reservists

66. Capitalize the Army National Guard of the United States, the Army National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air National Guard of the United States, the Air National Guard, the Air Force Reserve, and the Coast Guard Reserve. Also capitalize the three reserve categories: Ready Reserve, Standby Reserve, and Retired Reserve. Do not capitalize <u>reserve</u> unless referring to a particular reserve force in an organizational sense.

  a reserve officer
  the reserve components
  strategic reserves

67. Capitalize adjectives designating the armed services or their arms and branches only when the reference in context is clearly to the organization and not merely descriptive.

  among the arms, the Infantry <u>but</u> infantry troops
  the Air Force budget   air activity
  the Army way is not the Navy way the marine guard

11

68. Capitalize formal names of specific units of armed forces.

> XXIV Corps
> the First Army
> the 2d Squad
> Task Group Alpha
> II Field Force
>
> Company A [not A Company]
> 23d Infantry Division
> 101st Airborne Division
>   (Airmobile)
> 33d Royal Laotian Battalion

69. Do not capitalize common-noun designations when standing alone for army, corps, and lower units.

> There were three divisions in the corps and three corps in the army.

70. Capitalize certain military or colloquial coinages for members of branches of the armed forces or members of specific units.

> Rangers
> Green Berets
> Marauders
>
> Seabees
> Raiders
> WACs

71. Capitalize names of political parties and party members, but not the doctrine with which they are associated.

> the Communist leaders/the Communists
> the Republican Party/the Republicans
> the People's Revolutionary Party
>
> but communism
>   socialism

Note: Avoid peppering a Vietnam volume with references to "Communist forces." Refer more specifically to the North Vietnamese or the Viet Cong, or use words such as "guerrillas" or "insurgents." Use "Communist" to refer more strictly to party members.

72. Capitalize common nouns referring to other specific organized groups.

> Civilian Irregular Defense Groups
> Regional and Popular Forces

73. Do not capitalize the words naval or military except in the names of naval or military organizations and units.

74. Capitalize the word headquarters only when preceding the name of a unit or to indicate preeminence.

> Headquarters, 9th Division
> General Headquarters
>
> but 9th Division
>   headquarters
>   headquarters of the
>   division

75. Capitalize formal designations for specific political or military alliances.

> Free World Military Assistance Forces   <u>but</u> European powers
> the Allied Powers (WW II)

76. Do not capitalize <u>allied</u> or <u>allies</u> when referring to Free World Forces (the Republic of Korea, Australia, Thailand, etc.) in Vietnam.

Titles

77. Capitalize civilian titles preceding a personal name. Lowercase those titles following a personal name or standing alone. Retain capitalization of specific organizations included in a title.

> Governor Godwin   <u>but</u> Mills Godwin, governor of Virginia
> Congressman Fisher   the congressman
> Curator Dick Grube   the curator
> President Ford   the president
> Chief Justice Burger   Warren E. Burger, chief justice
>   of the United States
> Ambassador Taylor   the ambassador
> Secretary of the Army   the secretary of the Army/
>   Martin R. Hoffmann   the secretary

<u>Note</u>: Titles following names are capitalized in formal acknowledgments and lists of contributors.

> The author wishes to acknowledge his indebtedness to C.R. Dodwell, Fellow and Librarian of Trinity College, Cambridge.

78. Capitalize military titles preceding a personal name, or when given formally and in full after the name. It is therefore possible to capitalize a title when introducing an individual. Lowercase military titles when standing alone, or when following a name unless given formally and in full. Context should make clear the distinction in lowercased references between, for example, the chief of staff (of the Army) and the chief of staff of an army (e.g., Seventh Army).

> Brig. Gen. Richard T. Knowles, Chief of Staff, II Field Force,
> the Commander, 1st Infantry Division, Maj. Gen. Jonathan O. Seaman
> Brig. Gen. James L. Collins, Jr., Chief of Military History,
>
> <u>but</u> General Knowles, the II Field Force chief of staff
> Maj. Gen. Jonathan O. Seaman, commander of the 1st Division
> the chief of military history

Geographic Terms and Military Installations

79. Capitalize those general political and military area names
    capitalized in common usage; lowercase names of geographical
    areas.

    French Indochina   but north China
    Eastern Europe (political   the east coast of Mexico
       sense)
    the North (meaning North
       Vietnam)
    Middle East
    Southeast Asia
    Central America
    the East (the Orient)

80. Capitalize special military designations indicating particular
    areas or boundaries. Do not capitalize generic terms.

    McNamara Line   but the British sector
    European Theater of Operations   the theater of operations
    17th Parallel
    Demilitarized Zone
    Rung Sat Special Zone
    Hill 601

81. Capitalize specific geographic features if formally part of a
    proper name. The Board on Geographic Names is the authority on
    such matters.

    Subic Bay   but the Pacific coast
    Saigon River   the Georgia mountains
    Appalachian Mountains   the A Shau valley
    Mekong Delta   the river Elbe
    Gulf of Tonkin
    Michelin Plantation

82. Capitalize the words port and harbor if part of the name.

    Port Arthur   but the port at Qui Nhon
    Pearl Harbor

83. Capitalize the words fort and camp used as part of a proper
    name, in both singular and plural.

    Fort George G. Meade   Camp Enari

14

84. Capitalize common nouns in names of structures, thoroughfares, and public places only when the name has specific official or formal status. When words such as <u>river</u>, <u>street</u>, <u>building</u>, <u>bridge</u>, <u>park</u>, and <u>square</u> stand alone, they are lowercased.

Times Square	<u>but</u> Wonju-Hoengsong road
Empire State Building	(indicating unnamed road
Route 4	between the two places)
Kinh Xang Canal	the Han River bridge
Golden Gate Bridge	(generic)
	the canal

Ships, Aircraft, and Military Equipment

85. Capitalize (and italicize) the proper names of ships.

U.S.S. <u>Savannah</u>   H.M.S. <u>Falmouth</u>

86. Capitalize letter(s) in specific designations.

C-130	B-52
CH-47	UH-1
F-105	XV-15

87. Capitalize names of particular types of aircraft, missiles, tanks, and other military equipment.

Stratofortress	Gama Goat
Pershing	Scorpion
Sheridan	Cheyenne
Redeye	

88. Do not capitalize common nouns following the names of types of aircraft, tanks, or other military equipment.

Claymore mine	Chinook helicopter
Rome plow	Sherman tank
Shillelagh missile	Le Tourneau tree crusher

Military Terms

89. Capitalize common terms which have a special meaning in military usage.

Blue armies (maneuvers)
Plan A
Phase III

90. Type U.S. and Free World Forces code names in solid caps. (In a printed book, such code names will appear in caps and small caps.)

        Operation NATHAN HALE
        Operation JUNCTION CITY
        Project ENHANCE
        WUNDER Beach

91. Type enemy code names in solid caps and italicize.

Titles of Publications and Their Parts

92. Capitalize the important words of titles of series, books, articles, chapters, and sections.

93. Capitalize references to the standard parts of a specific volume, such as Foreword, Preface, Bibliographical Note, Index.

94. Capitalize references in the text to the following specific parts of publications when they are followed by numbers or letters:

Volume 1	Annex B	Section 6	Map 19
Chapter 2	Chart 1	Part 1	
Book 2	Table 4	Appendix G	

95. Do not capitalize references to the following specific parts of publications:

page 129	paragraph 10
item 46	footnote 156

Races and People

96. Capitalize racial, linguistic, tribal, religious, and ethnic names used as nouns and adjectives.

Caucasian	Rhade tribesmen
Negro	Buddhist
Montagnard	Orientals
Nung	Westerners (Occidentals)

but black(s) and white(s)

<u>Public Acts and Military Orders</u>

97. Capitalize formal or shortened (but not paraphrastic) titles of specific public acts, treaties, and military orders.

   Pentalateral Agreement
   Panama Canal Act/the Canal Act
   Selective Service Act
   General Order 23
   Gulf of Tonkin Resolution
   Treaty on Limitations of Antiballistic Missiles/the ABM
    Treaty

 <u>but</u> lend-lease aid
    the act (referring to the Panama Canal Act)
    the treaty (referring to the ABM Treaty)

98. Do not capitalize congressional bills.

   agricultural appropriations bill
   lend-lease bill
   military construction appropriation bill

DATES, TIME, AND DISTANCE

<u>Dates</u>

99. Use military dating when citing day, month, and year except in quotations and in titles of documents in which a different system is used.

   20 June 1974
   20 June

100. Abbreviate months and years only in tables, charts, and footnotes. Use military abbreviations (first three letters of month).

   29 Jun 76   <u>not</u> 29 June 76   <u>not</u> 29 Sep 1976

<u>Time</u>

101. Indicate time in connection with military activity on the 24-hour basis. It is not necessary to add the word <u>hours</u>. If a volume does not deal with battlefield activity, it is permissible to refer to time in the ordinary manner.

   Action started at 0845.
   Congress recessed at 11:15 P.M.

102. Do not use _between_ or _from_ before months or years connected by an en dash to indicate a period of time. (See also item 46.)

      the period January–June   _but_ from January through July

103. Do not use _at about_ to indicate an approximate designation of time. _About_ is sufficient: "about 0600."

104. Avoid tautology as in "0600 in the morning."

105. In specifying time before or after D-day or H-hour, give the unit of time following the numerals only if the unit is different from that symbolized by the letter. "D plus 120" means 120 days after D-day. "H minus 4" means four hours before H-hour.

      but D plus 4 months
           H minus 4 minutes

Distance

106. Use meters and kilometers instead of feet and miles in combat narratives dealing with the Vietnam period.

NUMERALS

Express in Figures

107. Clock time (before A.M. and P.M.), the 24-hour system, dates, compound measurement, decimals, degrees, money, certain military units (see items 133, 134), numbers used in conjunction with D-day and H-hour, and page, chapter, and volume numbers.

    but when indicating round sums of money, of a million or more, use a combination of figures and words. (See also item 113.)

      $1.5 million   _not_ $1,500,000

108. Numbers of more than one word used in unit modifiers.

      2 1/2-ton truck   _but_ three-year-old truck
      77-year-old man   twenty-inch beam

109. Numbers preceding the word _percent_. This usage does not affect the treatment of other numbers in the same sentence.

      the five soldiers had 20 percent of the ammunition

110. [...] numbers in a passage when the greatest is 100 or higher.

> of the 125 rifles, only 15 were repairable

Write Out

111. Numbers up to 100, unless there are three or more related numbers in a passage stressing a quantitative matter, such as a listing of casualties.

> 25 Americans, 15 French, and 12 British

112. A number beginning a sentence. Do not begin a sentence with the number of a rank, such as 1st Sergeant.

113. Indefinite expressions with round numbers.

> There were about ten thousand troops on the island.
> The work cost about a million dollars.

114. Fractions standing alone.

> one-third of the armed forces

Connection of Consecutive Numbers

115. In connecting consecutive numbers, as in dates or page numbers, omit hundreds from the second number unless the second number has a different hundred-base or the omission would result in joining three ciphers.

> 1880-95   but 1890-1910
> pp. 501-07   1900-1906

116. If each of two consecutive numbers is less than a hundred, give the second number in full.

> pp. 50-55

QUOTATIONS

117. Type all quoted material exactly as in the original. Avoid exceedingly long quotations or many quoted single words or phrases. If a quotation of several pages is necessary, consider making it into an appendix. The accuracy of quoted material is the author's responsibility.

118. Run in with text, with quotation marks, quotations of seven typed lines or less. Separate (with an extra line of space before and after), double space, and do not enclose in quotation marks quotations of more than seven typed lines. In printed matter run separated quotations full-column width and use smaller type than for text; in camera-ready copy, separate, single space, and indent whole quotation from left.

119. Place the footnote reference mark only at the end of a sentence. All direct quotations of any length should have separate footnotes.

120. Indicate omissions within a quoted sentence by ellipses (three spaced dots).

121. Indicate the omission of the end of a sentence by ellipses and then a period.

122. Indicate the omission of the beginning of a new sentence after a complete sentence, the omission of a complete sentence, or the omission of one or more paragraphs with a period and then ellipses.

Separated (Block) Quotations

123. It is permissible to introduce a separated quotation with _that_ (without a colon) when the quoted material is used as a syntactical continuation of the introductory text (in such cases the quotation begins with a lowercase letter even if the original is a complete sentence); use a colon with terms such as _as follows_, _wrote_, _declared_, and _reported_. A colon is not usually used if the introductory text is a complete sentence.

> General White made clear that [quotation begins: revolutions begin when . . . .]
> General Jones reported:
> General Smith suggested an alternative.

124. Do not use quotation marks with separated quotations except to indicate a quotation within the separated quotation.

125. Indent the first line of a separated quotation if it begins a paragraph in the original text.

Designations of U.S. Army Units

126. Short names of military organizations may be used after the name
     is given in full at first mention.

             Training and Doctrine Command
             Military Assistance Command

127. If names of organizations have changed, use the name that
     prevailed at the time.

             War Department [before 15 September 1947]

128. If there is a possibility of confusion, identify the unit by
     nationality, especially in the first mention.

129. Do not begin a sentence with the number (when a figure) of a unit
     (such as XV Corps).

130. Infantry may be omitted in the designation of U.S. infantry
     divisions after first mention. Indicate other branches of the
     service.

             9th Division   3d Armored Division

131. Omit the word regiment in the designation of a single American
     infantry regiment. If the word is used in the plural, it should be
     lowercased. The word is not part of the official designation. This
     rule applies to other regiments as well, such as the 11th Armored
     Cavalry. In some cases Regiment is part of the designation, such
     as the 90th Quartermaster Regiment. The Organizational History
     Branch, CMH, is the authority on official designations.

             3d Battalion, 23d Infantry   27th and 35th Infantry
                                             regiments

132. Write out numbers of U.S. armies.

             Eighth Army

133. Use Roman numerals for U.S. corps and field forces.

             XXIV Corps   II Field Force

21

134. Use arabic numerals for U.S. Army groups, commands, divisions, regiments, battalions, platoons, and squads. (See item 129.)

> 12th Army Group
> 1st Logistical Command
> 3d Brigade, 4th Infantry Division
> 2d Battalion, 2d Infantry, 1st Infantry Division
> 1st Squad, 2d Platoon

Designations of U.S. Navy, Air Force, and Marine Force Units

Follow the conventions of each service for the period under discussion.

135. U.S. Air Force

Seventh Air Force	1964th Communications Group
315th Air Division	777th Troop Carrier Squadron
3d Tactical Fighter Wing	320th Bombardment Wing

136. U.S. Navy

Seventh Fleet	Amphibious Squadron 5
Task Force 76	Attack Carrier Wing 16
Task Group 79.5	30th Naval Construction Regiment

137. U.S. Marine Corps

III Marine Amphibious Force	Marine Air Group 12
1st Marine Brigade	Marine Medium Helicopter Squadron
3d Marine Aircraft Wing	161
3d Marines [regiment]	1st Marine Division

Foreign Military Units

138. Italicize specific enemy units, whether translated or not, except in special studies dealing almost exclusively with enemy activities or in works dealing with the more distant past, such as the American Revolution.

139. Translate all foreign (non-English) designations that parallel the American version; otherwise, use the foreign terms.

> Fuehrer Begleit Brigade

140. It is permissible to specify nationality if there is some possibility of ambiguity, even if nationality is not part of the official title.

141. The following are a few samples for the Vietnam period.

North Vietnam (and Viet Cong)

> 1st North Vietnamese Division/1st Division [subsequent reference]
> 9th Viet Cong Division/9th Division
> 101st North Vietnamese Regiment
> 272d Viet Cong Regiment
> Phu Loi Viet Cong Local Force Battalion
> 225th Viet Cong Main Force Sapper Battalion (Amphibious)

Note: Italicized for the Vietnam conflict period.

South Vietnam

> I Corps
> 1st Infantry Division
> Airborne Division
> Marine Brigade
> 5th Ranger Group

Philippines

> Philippine Civic Action Group

Thailand

> Royal Thai Regiment (the Queen's Cobras)

Australia

> 1st Battalion, Royal Australian Regiment
> 1st Australian Task Force
> 79th Signal Troop

New Zealand

> Royal New Zealand Infantry Regiment
> 161st Battery, Royal New Zealand Artillery

MILITARY RANK AND TITLES

Initial Mention

142. In the initial reference to an individual, give full rank (abbreviated, old style), full name (first name, middle initial or name, and surname). (See also item 162.)

Lt. Col. John R. Doe	Rear Adm. John R. Doe
Pfc. William T. Smith	S. Sgt. William T. Smith

143. Do not abbreviate the following titles in text:

      General of the Army   Fleet Admiral
      Admiral [four-star]   General [four-star]

Subsequent Mentions

144. Give the rank (not abbreviated) and last name. It is permissible
     to use last name alone as well.

      Colonel Doe   Admiral Doe
      Private Doe   Sergeant Doe
      Specialist Doe   General Greene

Foreign Military Rank and Titles

145. At first mention, write out the full rank, including honorifics,
     of general and flag officers comparable in precedence to those
     ranks mentioned in item 143. Be consistent either in writing
     these full titles in the foreign language or in translating them
     into English. In succeeding references always use the American
     equivalent for rank. (See also item 148.)

146. Below the rank of general and flag officer, use the American
     equivalent. Abbreviate rank, in English, with full name at first
     mention.

FOREIGN WORDS

147. Italicize isolated foreign words and phrases that are likely to
     be unfamiliar to the reader. (See item 48.)

148. Do not italicize foreign titles preceding proper names of
     individuals.

149. Do not italicize names of foreign organizations or institutions,
     except enemy military units. (See items 91, 138.)

150. Do not italicize generic references to enemy military units.

151. Do not italicize the following Latin terms:

     cf.   e.g.   viz.   ca.   et al.
     i.e.   etc.   vs.   ibid.   passim

but italicize *sic*

152. Oriental names retain transposed order: family name first, given name last. Chiang Kai-shek, accordingly, is referred to (and indexed) as "Chiang." However, since Vietnamese family names are relatively few in number and hence not very specific, Nguyen Van Thieu, for example, is referred to (and indexed) by convention as "Thieu." There are exceptions, particularly persons who have assumed new family names, such as Ho Chi Minh, known by his adopted family name.

Foreign Geographic Terms

153. Do not italicize foreign geographic names. (See also item 24.)

154. The Board on Geographic Names is the authority for form and spelling. Any exceptions for Southeast Asia must apply to all volumes in the Vietnam series.

155. Translate foreign common nouns such as river, peninsula, canal, channel, and bay in names of well-known or commonly translated features.

> Bay of the Seine   but Cap de la Hague
> Mekong River   Song Thai Binh

If the meaning of the foreign common noun is obscure, translate at first mention.

> Ap Bia, a village near . . .
> Ia Drang, a river 20 miles north of . . .
> Rach Ba Rai, a stream flowing into . . .
> Nui Ba Den, a mountain near . . .

156. If a place is not named on an official map but received a name as a result of a military operation, use the name that appears in the military records of the operation.

157. Use the following designations for routes in South Vietnam: Highway (and number) for a national highway, and Route (with number) for an interprovincial, provincial, and local route. Do not use the QL, LTL, TL designations; this simplified Highway/Route usage can be explained in a footnote.

ABBREVIATIONS AND SYMBOLS

Abbreviations (particularly acronyms) should be used with caution. The advantages of saving space and avoiding excessive repetition of cumbersome titles and phrases must be balanced against the hazards of creating pages that have no more style than an AR. A workable alternative is to use short-titles when possible.

158. [...] the abbreviation has become established in ordinary or military usage and occurs frequently in the narrative. (For abbreviations in footnotes, see items 186-93.)

159. The first time an abbreviation written in solid caps is used in a volume, it should follow, in parentheses, the complete term. Reverse this practice when the abbreviation is more familiar than the complete term. In subsequent references, the abbreviation can be used alone.

> Military Assistance Command, Vietnam (MACV)
> AID (U.S. Agency for International Development)
> Civilian Irregular Defense Group (CIDG)
> CIA (Central Intelligence Agency)

Military and Naval Abbreviations

160. Military and naval abbreviation style follows the authorized abbreviations and brevity codes in use during the period covered.

161. Do not abbreviate military unit designations except in tables, charts, lists, and footnotes.

162. Abbreviate designations of rank and grade if the full name is written out. (For exceptions see item 143.)

> Pfc. Richard F. Jones   but Private Jones
> Capt. John P. Sims   Captain Sims
> S. Sgt. James J. Smith   Sergeant Smith
> Sfc. John P. Doe   Sergeant Doe
> 1st Lt. Carl L. James   Lieutenant James
> Lt. Gen. Joseph E. Green   General Green

163. In abbreviating ordinal numbers omit the letters n and r.

> 22d Division   23d Division

Geographic Terms

164. Do not abbreviate names of countries (except USSR) when used as nouns. Nouns used as modifiers, particularly in organizational designations, may be abbreviated.

> the United States   First U.S. Army
> the Republic of Korea   9th ROK Division

26

165. For list of proper abbreviations of states and territories, see GPO <u>Style Manual</u>.

166. Do not abbreviate <u>county</u>, <u>fort</u>, <u>point</u>, or <u>port</u> except in tables, charts, lists, and source footnotes.

Parts of Publications

167. Abbreviate parts of publications and documents when mentioned in parentheses, footnotes, or lists of references. (See GPO <u>Style Manual</u>.)

ser. (series)	bk.	art.	pt.	<u>but</u> item
an. (annex)	ch.	par.	sec.
n. (note)	p.	vol.	app.

Terms of Measure

168. Do not abbreviate or use symbols for most units of measure.

    five kilometers   <u>but</u> 105-mm. howitzers
    5 feet 8 inches   12.7-cm. gun

169. Use symbols to express latitude and longitude.

    latitude 52° 33' 05" north
    longitude 128° 15' 12" west
    longitudes 165° west and 170° east

170. Use figures and a degree symbol to express temperature.

    32° F.

171. Write out <u>plus</u> and <u>minus</u> in military time. (See items 105, 107.)

    D plus 4   H minus 2

FOOTNOTES

The following sections on documentation provide rules and advice for citing sources in a consistent and informative way. It is the author's responsibility to ensure that the facts provided in the citations are accurate.

172. The general form for citing archival material is as follows:

> character of document (including number or symbols), comma
> writer or issuing agency (or both if known)
> to or for (if memo)
> recipient (individual or agency, or both if known), comma
> date, comma
> title, or subject (of letters, messages, memoranda, written
>   as "sub" followed by a colon)
> comma
> file designation (exactly as on file), period

This general form provides a flexible way to handle diverse documents. It should provide the researcher with sufficient information to locate the material being cited. If a document lacks some of the required information, it is not necessary to indicate, for example, n.d. or writer unknown or no sub, etc. No file is necessary for Army GO's, FO's, bulletins, and circulars, but the number, issuing headquarters, and date should be given. (See examples starting with item 196.)

173. The bibliographical note should indicate the location of the various files cited. Footnotes should indicate the agency which assigned the file designation the first time a file is cited. Designations such as "Record Group" should be written out the first time. The bibliographical note should also explain the citation of messages and cables (of the various services, JCS, CIA, State Department) and should note where this material can be found by service and agency.

174. Names of manuscript collections and depositories are written in roman type, without quotation marks. Titles of unpublished works such as papers read at a meeting, titled manuscripts in a collection, and dissertations are written in roman type, with quotation marks. (The words diary and journal standing alone are not put in quotation marks since they are not actual titles.)

Author's Personal Files

175. In the course of doing research on a volume, the author will frequently accumulate a considerable body of material which he will want to cite as supporting evidence. This material may consist of personal and official correspondence about his manuscript, interviews, diaries of participants, and other documents written by or sent to the author. Whenever possible, the author should indicate in the bibliographical note where this personal material will be retired. Files of other agencies which have been moved to CMH should be cited as follows: DepCORDS file/CMH. The meaning of this mode of citation should be explained in the bibliographical note.

Government Publications

176. Give title in full at first mention; subsequently use shortened form and, if necessary, ellipses.

> U.S. Congress, Senate, Committee on Judiciary, War Contract Hardship Claims: Hearings on S. 1947, 79th Cong., 2d sess., 1946, p. 31.
> Senate, Comm. on Judiciary, War Contract Hardship Claims, 79th Cong., 2d sess., p. 32.
> U.S. Congress, House, Committee on Interior and Insular Affairs, Fire Island National Seashore, N.Y.: Report to Accompany H.R. 7107, 88th Cong., 2d sess., 1964, H. Rpt. 1638, p. 6.
> U.S. Congress, House, Congressional Record, 77th Cong., 1st sess., July 1, 1945, p. 88. (If daily edition.)
> U.S. Department of State, Trade Expansion Act of 1962, Commercial Policy Series, no. 196, pp. 21-25.
> U.S. Government Printing Office, Style Manual, rev. ed. (Washington, 1973), p. 67.

Commercial Publications

177. If an author quotes from any copyrighted publication to an extent of 500 words or more, written permission must be obtained from the publisher for the use of the quoted passages.

178. For the citation of commercial publications, unless otherwise directed below, follow the University of Chicago Press Manual of Style, twelfth edition. "Ibid." (without italics) refers to a single work in the preceding note. It should not be used if more than one work is cited in the preceding note. It can be used in successive references to the same source within one footnote.

179. General form for books:

> author (first name first), comma
> full title, italicized
> supplementary note, if necessary, with a comma preceding it (editor or translator, number of volumes, series title without italics, volume number in the series, edition)
> parenthesis, place, colon, publisher, comma, year of publication, parenthesis, comma
> volume number (arabic), colon, page reference (when both volume and pages are given, vol. and p. are not used), period

Give title in full at first mention; subsequently use "ibid."
when appropriate, or short form (but not "loc.cit."
or "op.cit."). If the short form requires explanation, it can be
introduced at first mention of the full title with the phrase
"hereafter cited as"; this rule applies to periodicals as well.

Robert E. Sherwood, Roosevelt and Hopkins: An Intimate
History (New York: Harper & Brothers, 1948), p. 627.
Sherwood, Roosevelt and Hopkins, p. 630.
George C. Marshall, Biennial Report of The Chief of Staff
of The United States Army, July 1, 1943 to June 30, 1945, To
the Secretary of War, Fighting Forces Series (Washington:
Infantry Journal Press, 1946), p. 46.
Paul Tillich, Systematic Theology, 3 vols. (Chicago:
University of Chicago Press, 1951-63), 3:378.
Michael Block, The Campaign to End Campaigns, trans. P. V.
Moore, Studies in International Strategy, vol. 5, rev. ed.
(Oxford: Magdalen Press, 1969), p. 951.
Worthington C. Ford, ed., The Journals of the Continental
Congress, 1774-1789, 34 vols. (Washington, D.C.: Government
Printing Office, 1904-37), 3:124 (hereafter cited as JCC).

180. General form for periodicals:

author, first name first, comma
article title, in quotes, comma
periodical title, italicized
volume (in arabic numerals)
year (in parentheses), colon
page reference, period

Franklin L. Ford, "The Twentieth of July in the History of
German Resistance," American Historical Review 51 (1945):
609-26.

If a volume has consecutive pagination throughout, it is
unnecessary to give number of issue or month of publication. The
recommended short form for subsequent citations of the article
cited above would include only the author's last name, the short
title of the article, and the page number.

181. For newspapers and weekly publications, give the place and name
of the publication and the date. Italicize the name of the
publication, but not the word the, even though part of the name.
It is best not to give page numbers for newspapers because in
different editions of the same issue items may be moved.

the New York Times, 14 Aug 72
Time, 12 Apr 76, p. 19

Style

182. Footnotes are numbered consecutively within each chapter in the
     edited copy.

183. Type reference number superior in text and in footnote.
     Double-space all footnotes and make margins same as text.
     In the final typescript to be sent to the printer, group footnotes
     at the end of each chapter. Doing so makes it easier for the
     contractor when he comes to page makeup. In the printed book the
     footnotes will go at the foot of the page.

184. Footnote reference number for a run-in table should be at the end
     of the preceding text.

185. Footnote reference numbers for a direct quotation should be placed
     at the end of the sentence that contains the quotation. Reference
     numbers should not occur in mid-sentence.

Abbreviation and Capitalization

186. Abbreviate (without periods) and capitalize the following
     notations in a footnote entry:

Bull	(Bulletin)	Min	(Minutes)
Cir	(Circular)	Ms	(Manuscript)
CM	(Classified Message)	Msg	(Message)
Conf	(Conference)	Mtg	(Meeting)
Corresp	(Correspondence)	ORLL	(Operational
EO	(Executive Order)		Report-Lessons
DF	(Disposition Form)		Learned)
FO	(Field Order)	PL	(Public Law)
GO	(General Order)	Rad	(Radiogram)
Incl	(Inclosure)	Rpt	(Report)
Ind	(Indorsement)	Sitrep	(Situation Report)
Interv	(Interview)	SO	(Special Order)
Jnl	(Journal)	Telecon	(Telephone
Ltr	(Letter)		Conversation)
Memo	(Memorandum)	Telg	(Telegram)

187. Use a colon after sub and capitalize important words, using
     authorized abbreviations. Do not abbreviate titles of official
     circulars, orders, studies, monographs, published reports, or
     the like, at first mention.

         Msg, Komer to Corps Senior Advisers, 18 Jan 68, sub:
         Pacification Guidelines for 1968, DepCORDS files.

188. Abbreviate (lowercased) parts of publications and documents in footnotes, lists of references, and parentheses as follows:

app.	col.	no.	pt.	but item
art.	ed.	n. (note)	sec.	
bk.	fig.	p.	ser.	
ch.	f.(folio)	par.	vol.	

189. Use military abbreviations, without periods, in footnotes for ranks, dates, and time:

Lt Col   27 Sep 68   0800

190. Use other abbreviations/acronyms in accord with the applicable service abbreviation guides for the period being covered. Be consistent with abbreviations used in the text.

191. Use periods after abbreviations of country names:

U.S.   U.K.   but USSR

192. Do not abbreviate

General of the Army   but Gen [four-star]
Admiral
President [of the United States]
Fleet Admiral

193. Use the abbreviation no. only to avoid ambiguity.

194. Footnotes which are entirely discursive follow the same style as the text.

195. Footnotes which cite sources but which are also partly discursive follow the style of the text in the discursive portion.

Punctuation

196. Use commas to separate elements in a single citation:

Ltr, Gen Jones, ACofS OPD, to Col Smith, CofS USAFISPA, 24 Jan 43, OPD Exec 14, Case 49.

197. Use semicolons to separate a series of citations:

Country Statement for 1952, USMAAG, Indochina, 12 Oct 51, RG 218; Memo, J. T. Forbes for Head, U.S. Survey Mission to SE Asia, 2 Aug 52, G-3 091 Indochina, RG 319.

Note: A previous footnote has introduced "Record Group 218, National Archives, Washington, D.C." All such designations should include at first mention the agency which assigned the designation.

198. The following alternative form may be used by authors who find it a simpler method of handling their material. If the footnotes in a particular volume are relatively short and uncomplicated, however, the semicolon is preferred.

(1) Memo, Marshall for Hopkins, 15 Jul 42, WDCSA Russia. (2) Memo, ACofS OPD, incorporating a draft cable to AMSIR, 28 Mar 42, AG 400.3295 (8-9-41), Sec 4. (3) Robert E. Sherwood, Roosevelt and Hopkins: An Intimate History (New York: Harper & Brothers, 1948), p. 627. (4) Rad, Maj Gen George V. Strong to CG SOS, 24 Aug 42; Memo, Spalding for Somervell, 4 Sep 42, sub: Target Estimates for Sup Routes, Contl Div ASF, Sp Coll.

199. When several successive citations in the same footnote come from one collection, they can be cited economically as follows:

Memo, Gillespie for Sec Def, 4 Sep 50; Arms Supply to the Vietminh, Incl to JCS 1992/22, 11 Sep 50; Probable Developments in the Far East in 1950, 6 Jun 50, G-2, GSUSA, OPS 092 Asia, 10 Apr 50. All in RG 319.

200. Use a colon to introduce multiple sources documenting a single passage or section.

Unless otherwise indicated, material in this chapter (section, passage) is based on the following: Lyndon B. Johnson, The Vantage Point (New York: Holt, Rinehart, & Winston, 1971), pp. 388-97; William C. Westmoreland, A Soldier Reports (New York: Doubleday, 1976), pp. 298-301; MACV Command History, 1968, pp. 261-68.

Messages

Several types of messages will be encountered by those doing research for Vietnam-related projects. By and large they can be distinguished by the local reference number provided by the originating agency and the date and time that the message was transmitted. All messages received by the Department of the Army, regardless of their source, contained the Army's local reference number. This number was preceded by the letters DAIN, indicating that the message was an incoming one. All messages originating within Headquarters, DA, were identified by a local reference number preceded by the letters DA. The following examples of military and nonmilitary messages provide a guide for citing such documents.

201. Nonmilitary Messages

Msg, State 1234 to Saigon, DAIN 123456, 111111z Dec 65, sub: Vietnam Elections.

This citation indicates that the message was sent by the State Department to the American Embassy in Saigon. The number following the word State is that department's local reference number. Messages from diplomatic posts to the State Department carried a similar reference number; they are cited in exactly the same manner, except that sender and addressee are the reverse of the example above. The inclusion of the DAIN number indicates that a copy of this message was provided to the Army; this information should be provided when it is known so that the document can be located in the Army's message files in the Staff Communications Division. The date-time group (DTG) is always a six-digit number preceding the month. If more than one DTG appear in the message, always use the earliest one for purposes of identification. Later ones usually indicate retransmission of the message or time of receipt. All references should be to time of transmission. Occasionally nonmilitary messages do not include the six digit DTG but provide only the date and time of transmission (e.g., 06 Feb 65, 10:30 A.M.). The date alone and the local reference number suffice to identify the message in such cases. Provision of the subject is optional in the footnote, since it will not appear in all messages. Other information, such as drafting, concurring, and approving staff members and agencies, may be entered in the footnote if historically significant. In addition, such information as "personal for the ambassador from the secretary" can be included if important.

Msg, State Cir 43 to Ankara et al., DAIN 123457, 12 Feb 65, sub: Vietnam Policy.

This citation indicates to the reader that a circular was sent from the State Department to various diplomatic posts. Only the initial addressee is provided for identification purposes. Note that the six-digit DTG is not provided by this message and only the date is included in the citation.

202. Military Messages

Msg, JCS 1362 to CINCPAC and CSA, DAIN 12372, 121212z Dec 64, sub: Vietnam Deployments, SACSA sends.

This citation indicates that the message was transmitted by the JCS to the Commander in Chief, Pacific, and the Chief of Staff, U.S. Army. Other addressees may have received this message for information, but only the "action" addressees should be included for purposes of identification. The number 1362 was the JCS's local reference number. "SACSA sends" is optional and merely indicates the drafting or action office.

Msg. SECDEF 4212 to COMUSMACV, 121212z Feb 65,
sub: FLAMING DART. For Westmoreland from McNamara.

Citation indicates that the message was a personal one from
the Secretary of Defense to COMUSMACV. OSD messages contain their
own local reference numbers similar to those provided on JCS
messages. Note that no DAIN number was provided, indicating
that the Department of the Army did not receive this message.

Msg, COMUSMACV MACJ32 5678 to CINCPAC, DAIN 123685,
111111z Dec 65, sub: Operations in Laos.

Citation indicates that the message was sent by MACV and was
drafted by J-3. The MACV local reference number and drafting
office are indicated by the information "MACJ32 5678."

Msg, COMUSMACV MACJOO VMAC 23/68 to CG III MAF et al.,
291212z Jan 68.

This citation indicates that the message was an intratheater
one from COMUSMACV to his subordinate commanders. VMAC messages
contained directives or guidance from COMUSMACV himself. Note that
the message was not transmitted to the Department of the Army.

Msg. CGUSARV AVC 1234 to CGUSARYIS and CINCUSARPAC,
121212z Jun 71.

This citation is another example of an intratheater message
which was not transmitted to Washington. Occasionally messages
received by CINCUSARPAC contain a reference number preceded by the
letters CMIN. This number can be ignored since it had no
applicability in Washington.

Msg, DA to CGUSCONARC, DA 973572, 081643z Apr 65,
sub: Vietnam Requirements.

This citation indicates that the message was transmitted by
the Department of the Army. No other reference number except the
one following DA is required for purposes of identification. If
needed, the action agency within DA (DCSPER, DCSOPS, ACSFOR, etc.)
can be indicated in parentheses after the sender--"DA (DCSOPS FE)
to . . . ."

203. Joint Military-Nonmilitary Messages

> Msg, State 1233 to Bangkok, DAIN 1243, 7 Jul 63,
> sub: MAP Thailand FY 64. Joint State/USOM/Defense message.

This citation indicates that the substance of the message represented the views of all the agencies named. Such messages were transmitted by either State Department or military (DOD or JCS) means.

204. CIA Messages

> Msg, CIA Intelligence Information Cable, TDCS 314/526,176, DAIN 123675, 3 Aug 63.

This is a typical citation for a CIA message from Saigon conveying intelligence information or a CIA analysis of a particular situation or personality. The numbers following TDCS are sequential and refer to incoming CIA cables from particular areas and may contain additional letters assessing source and quality of the information. Inclusion of the DAIN number indicates that a copy of the message was provided to the Department of the Army in Washington.

205. Backchannel Messages

> Msg, Westmoreland MAC 732 to Sharp, 111111z Sep 66.

These messages are always personal messages containing the name of the sender and addressee. A local reference number was always provided, but a DAIN or DA number never appeared. These messages will usually be in the possession of CMh, and the footnote should contain a statement to that effect. If not, the citation should contain enough information to indicate to the reader the location of the document.

206. Other Reports

> ORLL, HQ, 1st Cav Div (Ambl), 30 Mar 69, pp. 23-25.

The designation of the unit preparing the ORLL must be included as well as the date of the report.

> COAAR OP BIRMINGHAM, HQ, 199th Inf Bde (Sep), 24 Nov 66, pp. 23-24, 29.

Combat Operations After Action Reports (COAAR) follow text style for operation names (typed all caps.).

Interrogation Rpt 183/65, SIC, 29 Jul 65, sub: Communist
Policy, in IR 6 075 0560 65, DIA, 13 Aug 65.

Other reports/documents follow the general format set out
in item 172.

COAAR 23/N1, Group 129, 1 Feb 67, sub: Tay Ninh Campaign
(trans. J-2 MACV, Log 03-3331-67), pp. 8, 20.

Italicize enemy units in citing a captured (here translated)
document.

TABLES, CHARTS, MAPS, AND PHOTOGRAPHS

207. Insert references to tables, charts, and maps at applicable
     portions of text. Normally references will be made in italic
     and within parentheses, as follows:

     (Chart 3)   (Table 2)   (Map 5)

References that do not appear within a few pages of the
illustrations are made as follows:

     (See Table 2.)   (See Map 5.)

Tables

208. Unnumbered tables should be kept to a minimum. In two-column
     format, they should be short and narrow enough to fit into one
     column.

209. Use arabic numerals for numbered tables. Follow the number with
     an em dash and the title, in initial caps; center short titles
     above the table. If a title requires two lines, extend the
     first line from margin to margin, and center the second line
     below the first. If the title requires more than two lines,
     the second and succeeding lines should be indented slightly under
     the word Table.

     Table 5--Distribution of Infantry OCS Quotas Among Major
              Categories: June 1944-February 1945

210. Give the date or period of time directly after the main words of
     the title, preceded by a colon.

211. Units of measure applicable to the entire table should be given either in the title or directly below the title in parentheses and in upper and lower case, as (Millions of Dollars). Units of measure applicable to only some of the columns of the table should be shown in the headings of the columns affected.

212. All columns, including the stub (the guiding entries in the left-hand column), should have headings, typed in initial caps.

213. Use boxed headings in tables having more than two columns. Use vertical lines for columns, and horizontal lines at the top and bottom of the table, whenever there are boxed headings.

214. Use a series of double-spaced periods (leaders) extending from the stub of the table to two spaces from the first column of figures or the vertical line of the first column.

215. Set off each three digits in figures with commas. Do not leave blank spaces in columns of figures.

216. CMH style has been to place totals above, not below, the columns added, but it is permissible to place totals below the columns if the author prefers. Indent the word Total (printed roman with the first letter capitalized) from the left-hand margin. Indent subtotal captions halfway between the margin and the Total caption.

217. Where space must be saved, abbreviate units of time, military units, rank, and units of measurement. Omit periods when so treated in standard military practice. In each table, abbreviate consistently or not at all. Avoid symbols, such as %, and the abbreviation no. (for number) in column headings.

Enemy KIA (percent)	VC	Dec

218. Use letters (a, b, c) for all table footnotes.

219. The footnote reference mark should follow titles, headings, and stub entries but precede numbers.

220. List the source of the data in the table directly below the footnotes, separated by a space. Follow the word source (italicized, initial capped, and indented) with a colon.

221. If a table continues beyond a single page, repeat the table number and the full title. Place the word Continued after the title, from which it should be separated by an em dash.

Charts

222. Use arabic numerals to number charts. Type title and indicate sources in the same form as prescribed for tables.

223. Use letters (a, b, c) for organization chart footnotes.

224. Use asterisks, daggers, and section marks rather than letters for graph footnotes.

Maps, Photographs, and Diagrams

225. Number maps in order. Capitalize and italicize.

Map 9

226. For captions, follow the model for each series.

227. Type diagram captions in roman, capitalizing the first word.

Diagram 4.   Riverine operation and base defense.

FRONT AND BACK MATTER

228. In front matter, use the following order as applicable: title page, printing history page, advisory committee page, subseries listing, dedication, foreword, author page, preface, table of contents, half title.

229. In back matter, the usual order is as follows: appendixes, bibliographical note, glossary, code names (if warranted), military map symbols (if chief of the Cartographic Branch advises), list of volumes in the series (if applicable), index.

Foreword

230. Each volume will have a foreword by the chief of military history, giving a brief account of the volume and its place in the series of which it is a part. It should be dated as of the date the manuscript is sent to the printer.

The Author

231. Each volume will carry a biographical note on the author.

Preface

232. The author's preface should set forth the scope and purpose of the work. It should state any limitations imposed by the subject matter or sources and should include a statement of the author's responsibility for the content.

233. If significant methodological issues are involved, the methods of research and the organization of the material in the volume should be explained.

234. In cases of multiple authorship, the preface will make clear the authorship of specific portions of the volume.

235. Acknowledgments should be made to those who contributed information used in the volume, facilitated the gathering of such information, aided in revisions, or contributed materially to the processing of the volume.

236. The preface can call attention to appendages such as glossary and bibliographical note and can explain terms or concepts which are recurrent and of particular importance in the text.

237. The preface should be dated as of the date the manuscript is sent to the printer.

Appendixes

238. Letter appendixes, using capital letters.

239. Type headings and titles in initial caps, not italicized.

          Appendix A

240. Place appendixes directly after the text portion of the volume.

Bibliographical Note

241. The bibliographical note lists and appraises the value and reliability of the sources. It also discusses their location. (See items 173 and 175.)

242. Bibliographical lists follow the style of A Manual of Style (University of Chicago Press) for published material, but need not, in the case of books, give the number of pages or the price. Cite exact titles of archival collections.

243. General form for books:

>   author, last name first (if two authors: Smith, John, and
>   Jones, Bill), period
>   title, in italics, period
>   supplementary note, if necessary (editor or translator,
>   series, number of volumes or--if the reference is to
>   only one of the volumes--volume number, edition), period
>   place of publication, colon
>   publisher, comma
>   date, period

>   Ganoe, William A. *The History of the United States Army*.
>   Rev. ed. New York: D. Appleton-Century Co., 1943.

If the work is cited in the narrative of the bibliographic note,
however, the reference would have the following form:

>   William A. Ganoe's *The History of the United States Army*,
>   rev. ed. (New York: D. Appleton-Century Co., 1943) . . . .

244. General form for periodicals:

>   author, last name first, period
>   article title, in quotes, period
>   periodical title, italicized
>   volume number (arabic)
>   year of issue, in parentheses, colon
>   run of pages, period

>   Kenworthy, Edwin W. "The Case Against Army Segregation."
>   *The Annals of the American Academy of Political and
>   Social Science* 275 (1951):27-33.

If the article is cited in the narrative of the bibliographic
note, however, the citation would be in sentence form.

>   Edwin W. Kenworthy's "The Case Against Army Segregation,"
>   *The Annals of the American Academy of Political and Social
>   Science* 275 (1951):27-33, ...

Glossary

245. Each volume should include an alphabetized glossary of technical
    terms, code names, and abbreviations.

246. It is unnecessary to include abbreviations which are obvious,
    such as *Lt. Col.* and *Memo.*

Index

247. Capitalize the initial letter of the first word of each main entry but not the first letter of a subheading; otherwise the general rules for capitalization apply to the index.

248. Use U.S. as an adjective in main entries and subentries. All other abbreviations used in a main entry must be explained in the entry. In subentries use abbreviations that have been established in the text.

249. Use a comma (or a colon, if use of the comma results in ambiguity) to separate entries from page numbers, and commas to separate page numbers from each other. Use an en dash to connect compound page numbers in marking for the printer.

250. Do not use periods in the index except to set off complete statements; use periods before and after statements beginning with See and See also.

251. When See also is followed by reference to several entries, use semicolons to separate items.

252. Italicize See and See also and terms that are italicized in the text.

253. Entries and subentries preferably should not start with prepositions; if prepositions are unavoidable, they should not be considered in alphabetizing.

CLINICAL VOLUMES

254. Footnotes for clinical volumes should follow CMH style.

255. Clinical volumes will also have the following exceptions to CMH style: illustrations are numbered, consecutive numbers are given in full (i.e., 272-273); abbreviations are used for units of measurement, and figures are used for physical quantities such as area, volume, pressures, distances, dosages, clinical parameters. Other numbers are written out only up to, not including, 10.

256. In clinical volumes 2d-level subheads are permissible, but 3d-level heads should be used only when a book is so complex that they are absolutely necessary.

257. In other aspects of style, such as spelling, hyphenation, and capitalization, clinical volumes should follow CMH style.

PROOFREADER'S MARKS
(Instructions to typists)

ẘard   Fix error as indicated; if several letters have to be changed, strike through the whole word and write correct spelling above.

sy/um   Close up; delete space.

( )   Close up; (vertically, between lines).
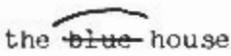
the ~~blue~~ house   Delete and close up, leaving a space.

Insert space.

✓ ✓ ✓   Equalize space between words (in text; write "eq #" in margin).

=   Insert hyphen.

⊥/m   Insert em dash (two hyphens).
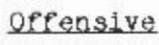
Offensive   Type in italic (in text, indicated by underlining).

Offensive   Type in roman (in text; write "rom" in margin).

s̳   Capitalize lowercase letter.

/   Lowercase capital letter.

S/TRATEGIC   Capitalize first letter only.

¶   Begin new paragraph (in text and margin).

43

NO ⊓	Run paragraphs together (in margin).
⊐	Move right.
⊏	Move left.
⊐ ⊏	Center.
⊓ ⊓	Move up.
⊔ ⊔	Move down.
⊔⊓	Transpose (letter, letters, words).
‖ five six seven	Align vertically.
(stet)	Let it stand (in margin; indicated in text by dots beneath material to be retained).
⋀	Insert comma (below line).
″/″	Insert quotations marks (above line).
⊙	Insert period.
⊙	Insert colon.
⌣	Insert apostrophe (or single quotation mark, above line).
	To indicate that an abbreviation should be spelled out, it is best to cross out the abbreviation and write in the full form.

(Numbers refer to items, not pages)